

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. 2555

Page 1 of 2

Agency **Maryland Department of the Environment** Division/Unit **Air and Radiation Management Administration/Ambient Air Monitoring Program**

Item No.	Description	Retention
	<i>This schedule supersedes Schedule 2167-A1 dated January 8, 2002.</i>	
1.0	<b>Air Monitoring Sample Data</b> – Raw and edited monitoring sample data on the criteria pollutants. This data resides in the following databases: A) Environmental Data Acquisition Systems (EDAS) B) Envista Air Resources Manager (ENVISTA ARM) C) Particulate Matter 2.5 (PM2.5)	Retain until no longer needed for accomplishment of office function, then destroy.
2.0	<b>Air Monitoring Equipment System Audits</b> – Equipment audits, precision checks and calibrations as per federal requirements.	Retain for 3 years, then destroy.
3.0	<b>Lab Analysis of Toxics and Photochemical Assessment Monitoring Stations</b> - Results by Air and Radiation Management Administration laboratory of air samples stored on the ChemAccess Server and tape backup before being downloaded to Air and Radiation Management Administration computers and Environmental Protection Agency.	Retain until no longer needed for accomplishment of office function, then destroy.
4.0	<b>Reports on Air Monitoring Samples</b> - The reports are required by Environmental Protection Agency. A) Maryland Air Quality (annual) B) Network Review (annual) C) Data Certification (annual) D) Precision and Accuracy Report System (quarterly)	Permanent. Transfer periodically to the State Archives.

Scheduled Approved by Department, Agency, or Division Representative.

Date

Signature

David Krask

Title: Program Manager, IV

Schedule Authorized by State Archivist

Date

19 OCT 2010

Signature

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(Continuation Sheet)

**Schedule No.** 2555

**Page** 2 **of** 2

**Agency** Maryland Department of the Environment **Division/Unit** Air and Radiation Management  
**Program** Administration/Ambient Air Monitoring

Item No.	Description	Retention
5.0	<b>Filter Samples</b> - Particulate Matter <sub>10</sub> (PM <sub>10</sub> ) and Particulate Matter Fine (PM 2.5) are retained for possible review by Environmental Protection Agency. PM 2.5/PM <sub>10</sub> samples are stored in Department of Health and Mental Hygiene Freezer.	Retain for 1 year, then destroy.
6.0	<b>Site Records</b> – Records, lease agreements and photographs of each site used for air monitoring.	Retain until no longer needed for accomplishment of office function, then destroy
7.0	<b>Administrative Records and Correspondence</b> <ul style="list-style-type: none"> <li>A) Supporting documents for grants/contracts for air monitoring related projects.</li> <li>B) Deliverables from contracts with the Air Monitoring Program. This includes final reports, modeling data, monitoring data.</li> <li>C) General correspondence</li> </ul>	Retain in office for 5 years. Then screen and transfer to the State Archives for permanent retention any materials having administrative, legal, or historical value that serves to document the origin, development, functions, and accomplishments of the agency. All remaining correspondence, destroy.

<b>INSTRUCTIONS</b> -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	<b>DEPARTMENT OF GENERAL SERVICES</b> RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY																									
		Page 1 of 7																									
<b>1. DEPARTMENT/AGENCY:</b> Maryland Department of the Environment	<b>2. DIVISION:</b> Air and Radiation Management Administration	<b>3. UNIT:</b> Ambient Air Monitoring																									
<b>DEFINITION</b> - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.																											
<b>4. RECORDS SERIES TITLE</b>  Air Monitoring Sample Data	<b>5. EARLIEST YEAR / LATEST YEAR</b>  2000 TO Present																										
<b>6. RECORD SERIES DESCRIPTION</b> (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).  Electronic copies of raw and edited air monitoring sample data on the criteria pollutants , Particulate Matter 10 and Fine Standards. This data is produced by electronic monitors stationed in various locations throughout the State.  Hard copies have been discontinued as of 2007 - Electronic copies are found in ENVISTA Air Resource Manager, Environmental Data Acquisition System and Particulate Matter 2.5.																											
<b>7. RECORD SERIES FORMAT(S)</b>  <table border="0"> <tr> <td>Letter Size</td> <td>Microfilm</td> </tr> <tr> <td>Legal Size</td> <td><b>Computer Tape</b></td> </tr> <tr> <td>Bound Book</td> <td>Floppy Disk</td> </tr> <tr> <td>Audio Tape</td> <td>Video Tape</td> </tr> <tr> <td>Other (Specify)</td> <td></td> </tr> </table>	Letter Size	Microfilm	Legal Size	<b>Computer Tape</b>	Bound Book	Floppy Disk	Audio Tape	Video Tape	Other (Specify)		<b>8. RECORD SERIES SEQUENCE</b>  <table border="0"> <tr> <td>Alphabetical</td> </tr> <tr> <td>Numerical</td> </tr> <tr> <td><b>Chronological</b></td> </tr> <tr> <td>Geographical</td> </tr> <tr> <td>Other (Specify)</td> </tr> </table>	Alphabetical	Numerical	<b>Chronological</b>	Geographical	Other (Specify)	<b>9. VOLUME</b>  <table border="0"> <tr> <td>File Drawer(s)</td> </tr> <tr> <td>Microfilm Reel(s)</td> </tr> <tr> <td>Computer Tape(s)</td> </tr> <tr> <td><u>  1  </u> Other (Specify)</td> </tr> <tr> <td>Number <b>1</b> cubic foot boxes</td> </tr> </table> <b>10. ANNUAL ACCUMULATION</b>  <table border="0"> <tr> <td>File Drawer(s)</td> </tr> <tr> <td>Microfilm Reel(s)</td> </tr> <tr> <td>Computer Tape(s)</td> </tr> <tr> <td><u>  1  </u> Other (Specify)</td> </tr> <tr> <td>Number <b>1</b> cubic foot boxes</td> </tr> </table>	File Drawer(s)	Microfilm Reel(s)	Computer Tape(s)	<u>  1  </u> Other (Specify)	Number <b>1</b> cubic foot boxes	File Drawer(s)	Microfilm Reel(s)	Computer Tape(s)	<u>  1  </u> Other (Specify)	Number <b>1</b> cubic foot boxes
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Number																											
<b>13. CURRENT LOCATION(S)</b> (Bldg., Floor, Room) 1800 Washington Blvd., 7 <sup>th</sup> Floor RM 7173	<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (If yes, specify agency or office) <b>Yes, Electronically on computer hard drive and in EPA computer records.</b> No																										
<b>15. ACCESS RESTRICTIONS</b> If yes, cite law(s) & regs  <b>No</b>	<b>16. AUDIT REQUIREMENTS</b>  <table border="0"> <tr> <td>None</td> <td>State</td> <td><b>Federal</b></td> <td>Independent</td> </tr> </table>		None	State	<b>Federal</b>	Independent																					
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<b>17. IS AN INDEX SYSTEM USED?</b> (If yes, explain briefly and describe any software/hardware)  <b>No</b>	<b>18. RECOMMENDED RETENTION</b>  <b>Retain until no longer needed for accomplishment of office function, then destroy.</b>																										
<b>19. NAME AND TITLE OF PREPARER</b> David Krask, Program Manager Ambient Air Monitoring Program	<b>20. TELEPHONE NUMBER</b>  410-537-3756	<b>21. DATE</b> 10-6-10																									

<b>INSTRUCTIONS</b> -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	<b>DEPARTMENT OF GENERAL SERVICES</b> RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY										
		Page 2 of 7										
<b>1. DEPARTMENT/AGENCY: Maryland Department of the Environment</b>	<b>2. DIVISION: Air and Radiation Management Administration</b>	<b>3. UNIT: Ambient Air Monitoring</b>										
<b>DEFINITION</b> - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.												
<b>4. RECORDS SERIES TITLE</b>  <b>Air Monitoring Equipment System Audits</b>		<b>5. EARLIEST YEAR / LATEST YEAR</b>  <b>2004 TO Present</b>										
<b>6. RECORD SERIES DESCRIPTION</b> (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).  <b>Equipment audits, precision checks and calibrations sheets as per federal requirements.</b>												
<b>7. RECORD SERIES FORMAT(S)</b>  <table border="0"> <tr> <td><b>Letter Size</b></td> <td>Microfilm</td> </tr> <tr> <td><b>Legal Size</b></td> <td>Computer Tape</td> </tr> <tr> <td><b>Bound Book</b></td> <td>Floppy Disk</td> </tr> <tr> <td><b>Audio Tape</b></td> <td>Video Tape</td> </tr> <tr> <td colspan="2"><b>Other (Specify)</b></td> </tr> </table>	<b>Letter Size</b>	Microfilm	<b>Legal Size</b>	Computer Tape	<b>Bound Book</b>	Floppy Disk	<b>Audio Tape</b>	Video Tape	<b>Other (Specify)</b>		<b>8. RECORD SERIES SEQUENCE</b>  Alphabetical  Numerical  <b>Chronological</b>  Geographical  Other (Specify)	<b>9. VOLUME</b>  File Drawer(s) Microfilm Reel(s) Computer Tape(s) _____ <b>6</b> _____ Other (Specify) Number <b>1 cubic foot boxes</b>
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<b>11. FILE IS USED</b>  Daily <b>Weekly</b> Monthly	<b>12. FILE BECOMES INACTIVE AFTER</b>  _____ Month(s) <b>3 Year(s) (Hard copies only)</b>											
<b>13. CURRENT LOCATION(S)</b> (Bldg., Floor, Room) <b>1800 Washington Blvd., 7<sup>th</sup> Floor RM 7173</b>	<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (If yes, specify agency or office)  <b>No</b>											
<b>15. ACCESS RESTRICTIONS</b> If yes, cite law(s) & regs  <b>No</b>	<b>16. AUDIT REQUIREMENTS</b>  None      State <b>Federal</b> Independent											
<b>17. IS AN INDEX SYSTEM USED?</b> (If yes, explain briefly and describe any software/hardware)  <b>Yes, Labeled by site and date</b>	<b>18. RECOMMENDED RETENTION</b>  <b>Current year and two previous years; then destroy</b>											
<b>19. NAME AND TITLE OF PREPARER</b> <b>David Krask, Program Manager</b> <b>Ambient Air Monitoring Program</b>	<b>20. TELEPHONE NUMBER</b> <b>410-537-3756</b>	<b>21. DATE</b> <b>10-6-10</b>										

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		Page 3 of 7
<b>1. DEPARTMENT/AGENCY:</b> Maryland Department of the Environment	<b>2. DIVISION:</b> Air and Radiation Management Administration	<b>3. UNIT:</b> Ambient Air Monitoring
<b>DEFINITION</b> - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
<b>4. RECORDS SERIES TITLE</b>  Lab Analysis of Toxics and Photochemical Assessment Monitoring Stations (PAMS)		<b>5. EARLIEST YEAR / LATEST YEAR</b>  1996 TO Present
<b>6. RECORD SERIES DESCRIPTION</b> (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).  The Air Monitoring lab conducts analyses of air monitoring samples for toxics and PAMS. All of the results are stored electronically.		
<b>7. RECORD SERIES FORMAT(S)</b>  Letter Size      Microfilm  Legal Size <b>Computer Tape</b>  Bound Book      Floppy Disk  Audio Tape      Video Tape  Other (Specify)	<b>8. RECORD SERIES SEQUENCE</b>  Alphabetical  Numerical  <b>Chronological</b>  Geographical  Other (Specify)	<b>9. VOLUME</b>  File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) Number <u>1</u> <b>cubic foot boxes</b>  <b>10. ANNUAL ACCUMULATION</b>  File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) Number <u>1</u> <b>cubic foot boxes</b>
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<b>13. CURRENT LOCATION(S)</b> (Bldg., Floor, Room) 1800 Washington Blvd., 7 <sup>th</sup> Floor RM 7173	<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (If yes, specify agency or office) <b>Yes, Environmental Protection Agency Air Quality System</b>	
<b>15. ACCESS RESTRICTIONS</b> If yes, cite law(s) & regs  <b>No</b>	<b>16. AUDIT REQUIREMENTS</b>  None      State <b>Federal</b> Independent	
<b>17. IS AN INDEX SYSTEM USED?</b> (If yes, explain briefly and describe any software/hardware)  <b>Yes, Labeled by site and date</b>	<b>18. RECOMMENDED RETENTION</b>  <b>Retain until no longer needed for accomplishment of office function; then destroy</b>	
<b>19. NAME AND TITLE OF PREPARER</b> David Krask, Program Manager Ambient Air Monitoring Program	<b>20. TELEPHONE NUMBER</b>  410-537-3756	<b>21. DATE</b>  10-6-10

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<b>4. RECORDS SERIES TITLE</b> <b>Reports on Air Monitoring Samples</b>			<b>5. EARLIEST YEAR / LATEST YEAR</b> <b>2004 TO Present</b>																										
<b>6. RECORD SERIES DESCRIPTION</b> (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).  <b>The Maryland Air Quality, Network Review Data Certification and Precision and Accuracy reports are required by the Environmental Protection Agency. They are generated annually except for the Precision and Accuracy Report which is quarterly.</b>																													
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<b>13. CURRENT LOCATION(S)</b> (Bldg., Floor, Room) <b>1800 Washington Blvd., 7<sup>th</sup> Floor RM 7173</b>		<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (If yes, specify agency or office)  <b>No</b>																											
<b>15. ACCESS RESTRICTIONS</b> If yes, cite law(s) & regs  <b>No</b>		<b>16. AUDIT REQUIREMENTS</b>  <table border="0"> <tr> <td>None</td> <td>State</td> <td><b>Federal</b></td> <td>Independent</td> </tr> </table>			None	State	<b>Federal</b>	Independent																					
None	State	<b>Federal</b>	Independent																										
<b>17. IS AN INDEX SYSTEM USED?</b> (If yes, explain briefly and describe any software/hardware)  <b>Yes, Labeled by site and date</b>		<b>18. RECOMMENDED RETENTION</b>  <b>Current year and two previous years; then destroy</b>																											
<b>19. NAME AND TITLE OF PREPARER</b> <b>David Krask, Program Manager</b> <b>Ambient Air Monitoring Program</b>		<b>20. TELEPHONE NUMBER</b>  <b>410-537-3756</b>		<b>21. DATE</b>  <b>10/29/08</b>																									

<b>INSTRUCTIONS</b> -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	<b>DEPARTMENT OF GENERAL SERVICES</b> RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY
		Page 5 of 7
<b>1. DEPARTMENT/AGENCY: Maryland Department of the Environment</b>	<b>2. DIVISION: Air and Radiation Management Administration</b>	<b>3. UNIT: Ambient Air Monitoring</b>
<b>DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>		
<b>4. RECORDS SERIES TITLE</b>  Filter Samples	<b>5. EARLIEST YEAR / LATEST YEAR</b>  2005 TO Present	
<b>6. RECORD SERIES DESCRIPTION</b> (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).  Filter Samples consist of 47 millimeter (mm) Teflon mesh media. They are stored in a freezer at the Department of Health and Mental Hygiene.		
<b>7. RECORD SERIES FORMAT(S)</b>  Letter Size      Microfilm  Legal Size      Computer Tape  Bound Book      Floppy Disk  Audio Tape      Video Tape  Other (Specify) 47 mm Teflon mesh media	<b>8. RECORD SERIES SEQUENCE</b>  Alphabetical  Numerical  <b>Chronological</b>  Geographical  Other (Specify)	<b>9. VOLUME</b>  File Drawer(s) Microfilm Reel(s) Computer Tape(s) _____ 2 _____ Other (Specify) Number 1 cubic foot boxes  <b>10. ANNUAL ACCUMULATION</b>  File Drawer(s) Microfilm Reel(s) Computer Tape(s) _____ 1 _____ Other (Specify) Number 1 cubic foot boxes
<b>11. FILE IS USED</b>  Daily <b>Weekly</b> Monthly	<b>12. FILE BECOMES INACTIVE AFTER</b>  _____ Number      Month(s) <b>2 Year(s)</b>	
<b>13. CURRENT LOCATION(S)</b> (Bldg., Floor, Room) 1800 Washington Blvd., 7 <sup>th</sup> Floor RM 7173	<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (If yes, specify agency or office)  No	
<b>15. ACCESS RESTRICTIONS</b> If yes, cite law(s) & regs  No	<b>16. AUDIT REQUIREMENTS</b>  None      State <b>Federal</b> Independent	
<b>17. IS AN INDEX SYSTEM USED?</b> (If yes, explain briefly and describe any software/hardware)  Yes, Labeled by date	<b>18. RECOMMENDED RETENTION</b>  Current year and one previous years; then destroy	
<b>19. NAME AND TITLE OF PREPARER</b> David Krask, Program Manager Ambient Air Monitoring Program	<b>20. TELEPHONE NUMBER</b>  410-537-3756	<b>21. DATE</b>  10-6-10

<b>INSTRUCTIONS</b> -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	<b>DEPARTMENT OF GENERAL SERVICES</b> RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY																															
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<b>DEFINITION</b> - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.																																	
<b>4. RECORDS SERIES TITLE</b> Site Records		<b>5. EARLIEST YEAR / LATEST YEAR</b> 1970 TO Present																															
<b>6. RECORD SERIES DESCRIPTION</b> (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). Forms, lease agreements and photographs of each site used for air monitoring activities.																																	
<b>7. RECORD SERIES FORMAT(S)</b> <table border="0"> <tr> <td>Letter Size</td> <td>Microfilm</td> </tr> <tr> <td>Legal Size</td> <td>Computer Tape</td> </tr> <tr> <td>Bound Book</td> <td>Floppy Disk</td> </tr> <tr> <td>Audio Tape</td> <td>Video Tape</td> </tr> <tr> <td colspan="2">Other (Specify)</td> </tr> </table>	Letter Size	Microfilm	Legal Size	Computer Tape	Bound Book	Floppy Disk	Audio Tape	Video Tape	Other (Specify)		<b>8. RECORD SERIES SEQUENCE</b> <table border="0"> <tr> <td>Alphabetical</td> </tr> <tr> <td>Numerical</td> </tr> <tr> <td>Chronological</td> </tr> <tr> <td>Geographical</td> </tr> <tr> <td>Other (Specify)</td> </tr> </table>	Alphabetical	Numerical	Chronological	Geographical	Other (Specify)	<b>9. VOLUME</b> <table border="0"> <tr> <td>File Drawer(s)</td> <td></td> </tr> <tr> <td>Microfilm Reel(s)</td> <td></td> </tr> <tr> <td>Computer Tape(s)</td> <td></td> </tr> <tr> <td>Other (Specify)</td> <td></td> </tr> </table> <hr/> 1 Number  <b>10. ANNUAL ACCUMULATION</b> <table border="0"> <tr> <td>File Drawer(s)</td> <td></td> </tr> <tr> <td>Microfilm Reel(s)</td> <td></td> </tr> <tr> <td>Computer Tape(s)</td> <td></td> </tr> <tr> <td>Other (Specify)</td> <td></td> </tr> </table> <hr/> .1 Number	File Drawer(s)		Microfilm Reel(s)		Computer Tape(s)		Other (Specify)		File Drawer(s)		Microfilm Reel(s)		Computer Tape(s)		Other (Specify)	
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Daily	Weekly	Monthly																															
<b>13. CURRENT LOCATION(S)</b> (Bldg., Floor, Room) 1800 Washington Blvd., 7 <sup>th</sup> Floor RM 7173	<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (If yes, specify agency or office) No																																
<b>15. ACCESS RESTRICTIONS</b> If yes, cite law(s) & regs No	<b>16. AUDIT REQUIREMENTS</b> <table border="0"> <tr> <td>None</td> <td>State</td> <td>Federal</td> <td>Independent</td> </tr> </table>		None	State	Federal	Independent																											
None	State	Federal	Independent																														
<b>17. IS AN INDEX SYSTEM USED?</b> (If yes, explain briefly and describe any software/hardware) Yes, Labeled by site	<b>18. RECOMMENDED RETENTION</b> Retain until no longer needed for accomplishment of office function, then destroy.																																
<b>19. NAME AND TITLE OF PREPARER</b> David Krask, Program Manager Ambient Air Monitoring Program	<b>20. TELEPHONE NUMBER</b> 410-537-3756	<b>21. DATE</b> 10-6-10																															



<b>INSTRUCTIONS</b> -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	<b>DEPARTMENT OF GENERAL SERVICES</b> RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY																																			
		Page 7 of 7																																			
<b>1. DEPARTMENT/AGENCY: Maryland Department of the Environment</b>	<b>2. DIVISION: Air and Radiation Management Administration</b>	<b>3. UNIT: Ambient Air Monitoring</b>																																			
DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.																																					
<b>4. RECORDS SERIES TITLE</b>  <b>Administrative Records and Correspondence</b>	<b>5. EARLIEST YEAR / LATEST YEAR</b>  <b>2002 TO Present</b>																																				
<b>6. RECORD SERIES DESCRIPTION</b> (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).  <b>Supporting documents form grants/contracts. Deliverables from contracts such as final reports modeling data and general correspondence.</b>																																					
<b>7. RECORD SERIES FORMAT(S)</b>  <table border="0"> <tr> <td><b>Letter Size</b></td> <td>Microfilm</td> </tr> <tr> <td><b>Legal Size</b></td> <td>Computer Tape</td> </tr> <tr> <td><b>Bound Book</b></td> <td>Floppy Disk</td> </tr> <tr> <td><b>Audio Tape</b></td> <td>Video Tape</td> </tr> <tr> <td colspan="2"><b>Other (Specify)</b></td> </tr> </table>	<b>Letter Size</b>	Microfilm	<b>Legal Size</b>	Computer Tape	<b>Bound Book</b>	Floppy Disk	<b>Audio Tape</b>	Video Tape	<b>Other (Specify)</b>		<b>8. RECORD SERIES SEQUENCE</b>  <table border="0"> <tr> <td><b>Alphabetical</b></td> </tr> <tr> <td><b>Numerical</b></td> </tr> <tr> <td><b>Chronological</b></td> </tr> <tr> <td><b>Geographical</b></td> </tr> <tr> <td><b>Other (Specify)</b></td> </tr> </table>	<b>Alphabetical</b>	<b>Numerical</b>	<b>Chronological</b>	<b>Geographical</b>	<b>Other (Specify)</b>	<b>9. VOLUME</b>  <table border="0"> <tr> <td>File Drawer(s)</td> <td></td> </tr> <tr> <td>Microfilm Reel(s)</td> <td></td> </tr> <tr> <td>Computer Tape(s)</td> <td></td> </tr> <tr> <td><u>  1  </u> Other (Specify)</td> <td></td> </tr> <tr> <td>Number <b>1 cubic foot boxes</b></td> <td></td> </tr> </table> <b>10. ANNUAL ACCUMULATION</b>  <table border="0"> <tr> <td>File Drawer(s)</td> <td></td> </tr> <tr> <td>Microfilm Reel(s)</td> <td></td> </tr> <tr> <td>Computer Tape(s)</td> <td></td> </tr> <tr> <td><u>  .20  </u> Other (Specify)</td> <td></td> </tr> <tr> <td>Number <b>1 cubic foot boxes</b></td> <td></td> </tr> </table>	File Drawer(s)		Microfilm Reel(s)		Computer Tape(s)		<u>  1  </u> Other (Specify)		Number <b>1 cubic foot boxes</b>		File Drawer(s)		Microfilm Reel(s)		Computer Tape(s)		<u>  .20  </u> Other (Specify)		Number <b>1 cubic foot boxes</b>	
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<b>15. ACCESS RESTRICTIONS</b> If yes, cite law(s) & regs  <p style="text-align: center;"><b>No</b></p>	<b>16. AUDIT REQUIREMENTS</b>  <table border="0"> <tr> <td>None</td> <td>State</td> <td><b>Federal</b></td> <td>Independent</td> </tr> </table>		None	State	<b>Federal</b>	Independent																															
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<b>17. IS AN INDEX SYSTEM USED?</b> (If yes, explain briefly and describe any software/hardware)  <b>Yes, Labeled by contract and date</b>	<b>18. RECOMMENDED RETENTION</b>  <b>Current year and four previous years; then destroy</b>																																				
<b>19. NAME AND TITLE OF PREPARER</b> <b>David Krask, Program Manager</b> <b>Ambient Air Monitoring Program</b>	<b>20. TELEPHONE NUMBER</b>  <b>410-537-3756</b>	<b>21. DATE</b>  <b>10/29/08</b>																																			

<b>INSTRUCTIONS</b> – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b> 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		<b>ELECTRONIC RECORDS INVENTORY</b>	
				Page <u>  1  </u> of <u>  2  </u>	
<b>1 DEPARTMENT/AGENCY</b> Maryland Department of the Environment/ Air and Radiation Management Administration		<b>2 DIVISION</b> Air Monitoring Program		<b>3 UNIT</b> Data Management & QA Division	
<b>DEFINITION – Record Series –</b> A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
<b>4 ELECTRONIC RECORD SERIES TITLE</b> Air Monitoring Sample Data				<b>5 EARLIEST YEAR/LATEST YEAR</b> <u>  1970  </u> TO <u>  Present  </u>	
<b>6 INPUT</b> - Identify source of information to be entered Ambient Air Quality Monitors.			<b>7 OUTPUT</b> - Identify the use/s of information generated by system Sent to the Environmental Protection Agency (EPA) for use by the public, EPA, health researchers.		
<b>8 ELECTRONIC RECORD SERIES DESCRIPTION</b> - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. These databases contain all identifying and technical information concerning ambient air monitoring sites. The databases contain information on all criteria pollutants and research data generated from all of the ambient air monitoring sites past and present. With these databases, reports are prepared for various requests, fulfillment of Grant commitments, regulatory, and health reporting; to compute annual and hourly data. The EPA, State of Maryland, Maryland Department of the Environment (MDE), researchers, private citizens, health organizations, universities, local health departments and environmental contractors rely on this database for information.					
<b>9 POLICY ON ACCESS AND USE</b> – Explain or attach copy if established in writing. Access to the information in the databases is available upon request directly to the Air Monitoring Program or a PIA request or through EPA web sites.					
<b>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM</b> Ambient air quality data is updated to the databases hourly as raw data. When the data has been quality assured (QA) a file for edited data is opened. The QA'd data is reviewed by the division chief for Data Management.					
<b>11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE.</b> Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. These databases are located on servers maintained by the MDE information technology department.					
<b>12 RECOMMENDED RETENTION</b> Retain until no longer needed for accomplishment of office function, then destroy.					
<b>13 TYPED OR PRINTED NAME OF PREPARER</b>  David Krask		<b>14 TELEPHONE NUMBER</b>  410-537-3756		<b>15 DATE</b>  10-6-10	
<b>16 TITLE OF PREPARER</b>  Program Manager IV				FOR PERMANENT RECORDS COMPLETE ALSO DGS 550-6A	
DGS 550-6					

<b>INSTRUCTIONS</b> – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930</b>		<b>ELECTRONIC RECORDS INVENTORY</b>	
		Page <u>2</u> of <u>2</u>			
<b>1 DEPARTMENT/AGENCY MDE/ARMA</b>		<b>2 DIVISION Air Monitoring Program</b>		<b>3 UNIT Data Management &amp; QA Division</b>	
<b>DEFINITION</b> – Record Series – A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
<b>4 ELECTRONIC RECORD SERIES TITLE</b> <b>Lab Analysis of Toxics and Photochemical Assessment Monitoring Stations (PAMS)</b>				<b>5 EARLIEST YEAR/LATEST YEAR</b> <u>1996</u> TO <u>Present</u>	
<b>6 INPUT</b> – Identify source of information to be entered <b>Canister Samplers</b>			<b>7 OUTPUT</b> – Identify the use/s of information generated by system <b>Sent to EPA for fulfillment of Grant commitments, regulatory and health reporting/ to compute annual and hourly data.</b>		
<b>8 ELECTRONIC RECORD SERIES DESCRIPTION</b> – Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. <b>These databases contain all identifying and technical information concerning ambient air monitoring sites. The databases contain information on all Toxics, PAMS and research data generated from all the ambient air monitoring sites past and present. With these databases, reports are prepared for various requests, fulfillment of Grant commitments, regulatory, and health reporting; to compute annual and hourly data. The EPA, State of Maryland, MDE, ARMA, researchers, private citizens, Heath Organizations, Universities, local Health Departments and environmental contractors rely on this database for information.</b>					
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<b>12 RECOMMENDED RETENTION</b> <b>Retain until no longer needed for accomplishment of office function, then destroy.</b>					
<b>13 TYPED OR PRINTED NAME OF PREPARER</b>  <b>David Krask</b>		<b>14 TELEPHONE NUMBER</b>  <b>410-537-3756</b>		<b>15 DATE</b>  <b>10-6-10</b>	
<b>16 TITLE OF PREPARER</b>  <b>Program Manager IV</b>			<b>FOR PERMANENT RECORDS COMPLETE ALSO DGS 550-6A</b>		
<b>DGS 550-6</b>					